Cloud Base Email Collaboration (CBEC) Steering Committee
June 13, 2012
1500 Jefferson Street
Olympia, Washington

Welcome/Introductions

Christy Ridout, Consolidated Technology Services (CTS), provided an overview of the agenda.

Attendees: Dave Kirk (OCIO), Bob DeShaye (ESD), Debbie Stewart (ECY), Debbie Kendall (OCIO), Mike Shea (OIC), Laura Parma (CTS), Carol Gravatt (DNR), Sue Langen (DSHS), and Bob Micielli (DNR)

Christy Ridout asked the members if they wanted to use the same process used by the Shared Services Email Project Steering and CTS Advisory Council for distribution of meeting materials. Committee members liked the idea of receiving the agenda and materials the Friday prior to the meeting.

The CBEC project team has determined that the Business Case is not sufficiently complete to support a go/no go decision on moving to the cloud.

The target completion date for the Business Case was set for June 2012. However, additional work is required in both the completion of the gap analysis and the fiscal analysis portions of the Business Case. The recommendation to the Steering Committee is to develop a new schedule to include completion of the Business Case and re-establish go/no go decision points for the CBEC effort.

The Steering Committee supported the recommendation.

Business Case

Dave Kirk provided an update regarding the Business Case. Dave shared that the work is continuing for the completion of the Business Case including:
- Updates to the financial analysis;
- Completion of the gap analysis; and
- Specific focus on gaps identified between current vault functionality and the archive solution.

Dave will provide documents from the gap analysis to the Steering Committee before a broader distribution.

Dave and Bob Micielli provided an update regarding the licensing. Bob reviewed that there is outstanding work for the Enterprise Agreements. Bob and Dave expect to have the financial summary to be specific to the impacts for each agency. It is assumed that licensing for the cloud offering is aligned with the type of client access licenses in place for an agency. Bob shared that Windows licenses are tied to a device and the cloud/O365 licenses are tied to the user.

Status Report	Carol Gravatt provided a project status report. Gap analysis is complete for all products except online archiving functionality. Carol will send the draft of the gap analysis report to steering committee members. Carol shared that one of the gaps identified is that the cloud offering does not support public folders. Microsoft is providing the team options for public folders with either use of SharePoint and/or shared mailboxes. The project team will continue to identify agencies that use public folders and estimate the effort and cost for them to migrate.

A suggestion was made to send an end-of-life announcement for public folder use, similar to the SIMON announcement, to the agencies. The communication could be sent by the Committee and/or discussed at the Deputy Director's meeting.

Analysis is also in progress regarding impacts to agencies that use network WAN accelerators for traffic to remote sites. A suggestion was made to include technical staff from agencies rather than business staff. Carol will follow up on this.

Action Items

- 6/13/12 Send draft Office 365 Business Requirements Gap Analysis Report (without the online archiving evaluation) to the Committee week of June 13. *Completed 6/19/12*

Next Meeting

July 25, 2012
Conference Center Room 2331
1500 Jefferson Street
Olympia, WA